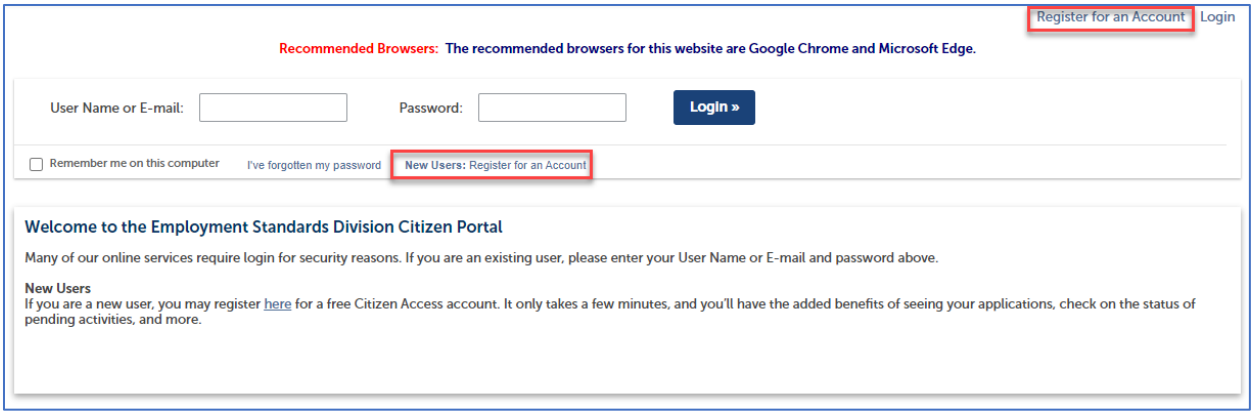
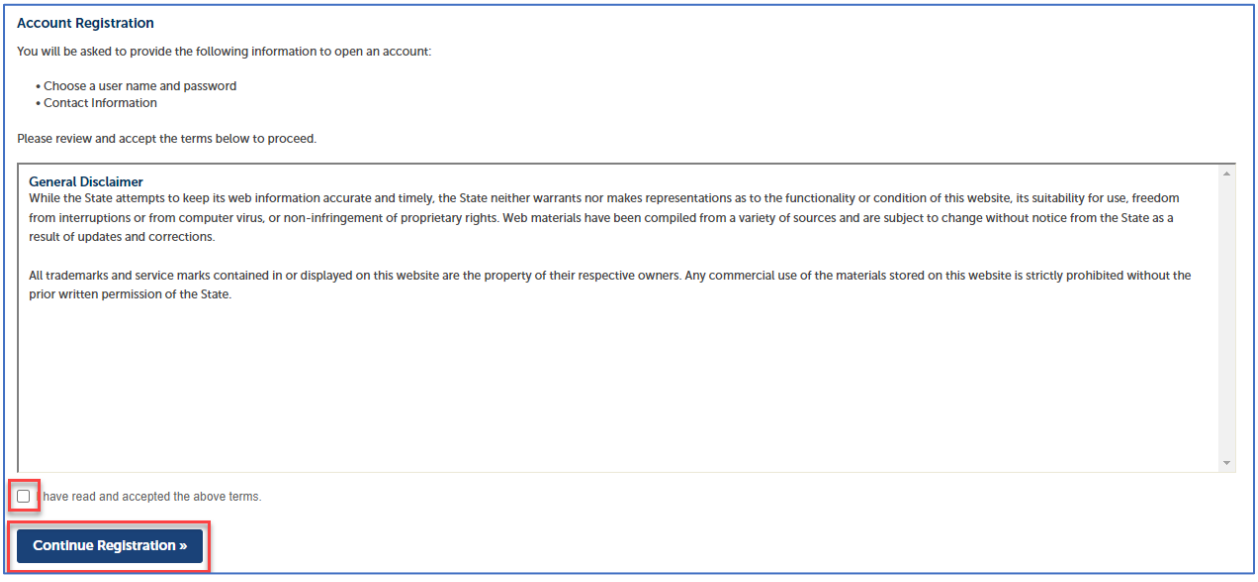
Montana Department of
LABOR & INDUSTRY
Employment Standards Division

How to Create Your Portal Account

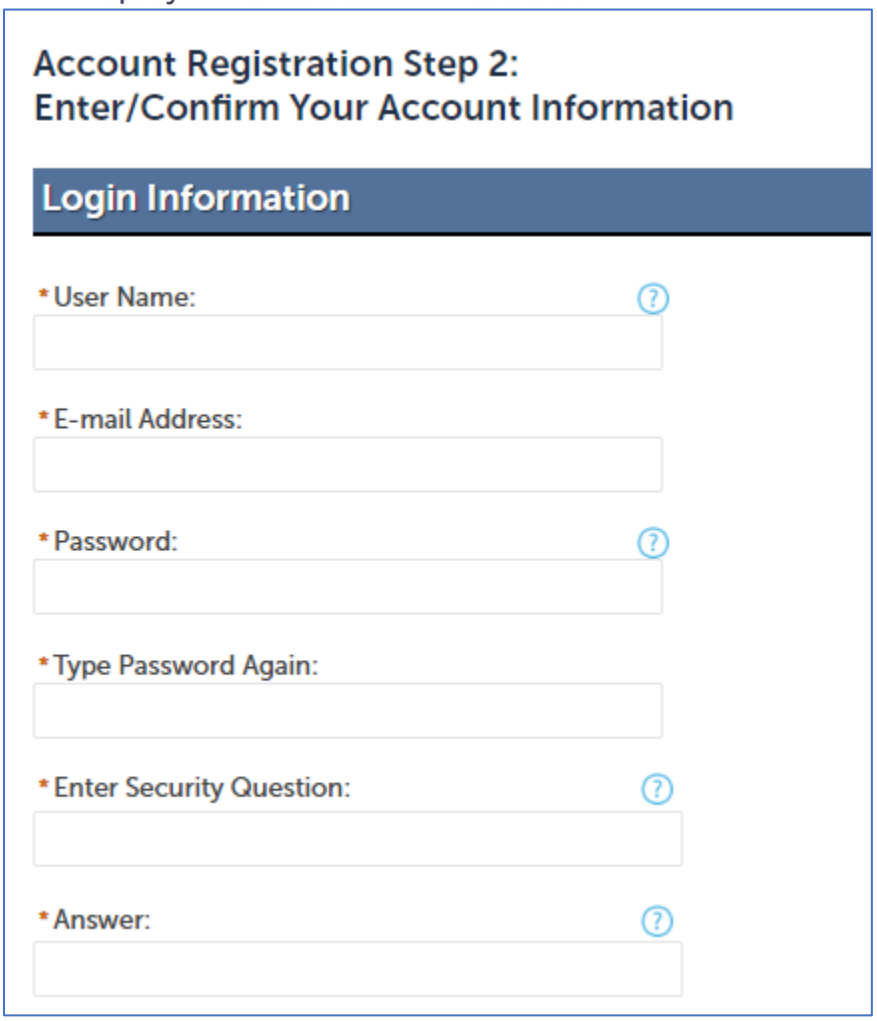
1. Select to “Register for an Account” in the middle of the screen or the upper right-hand corner of the Portal.



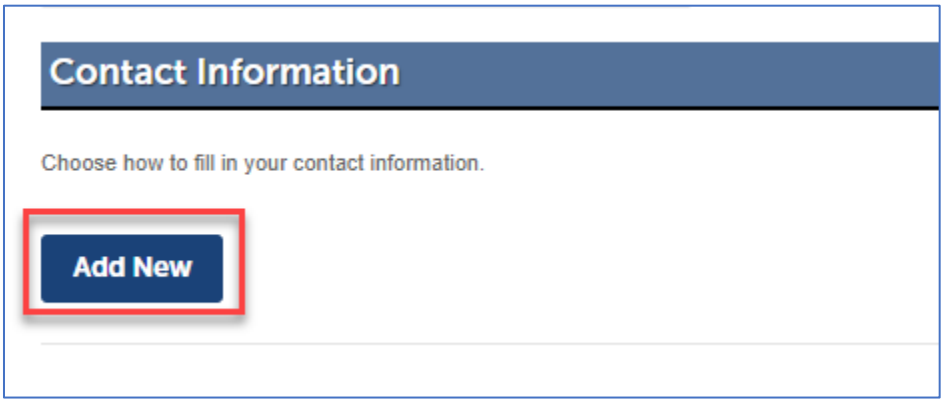
2. In the Account Registration screen, please read the disclaimer, then check the box at the bottom to accept the terms. Then select “Continue Registration”.



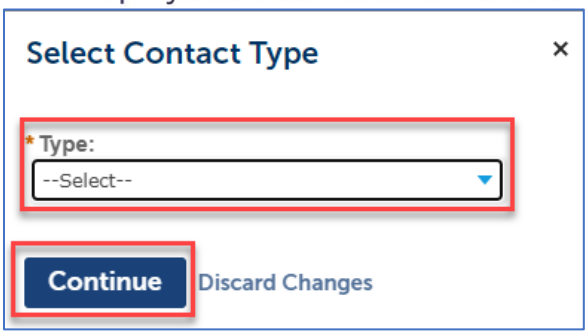
3. Next please complete your Login information.



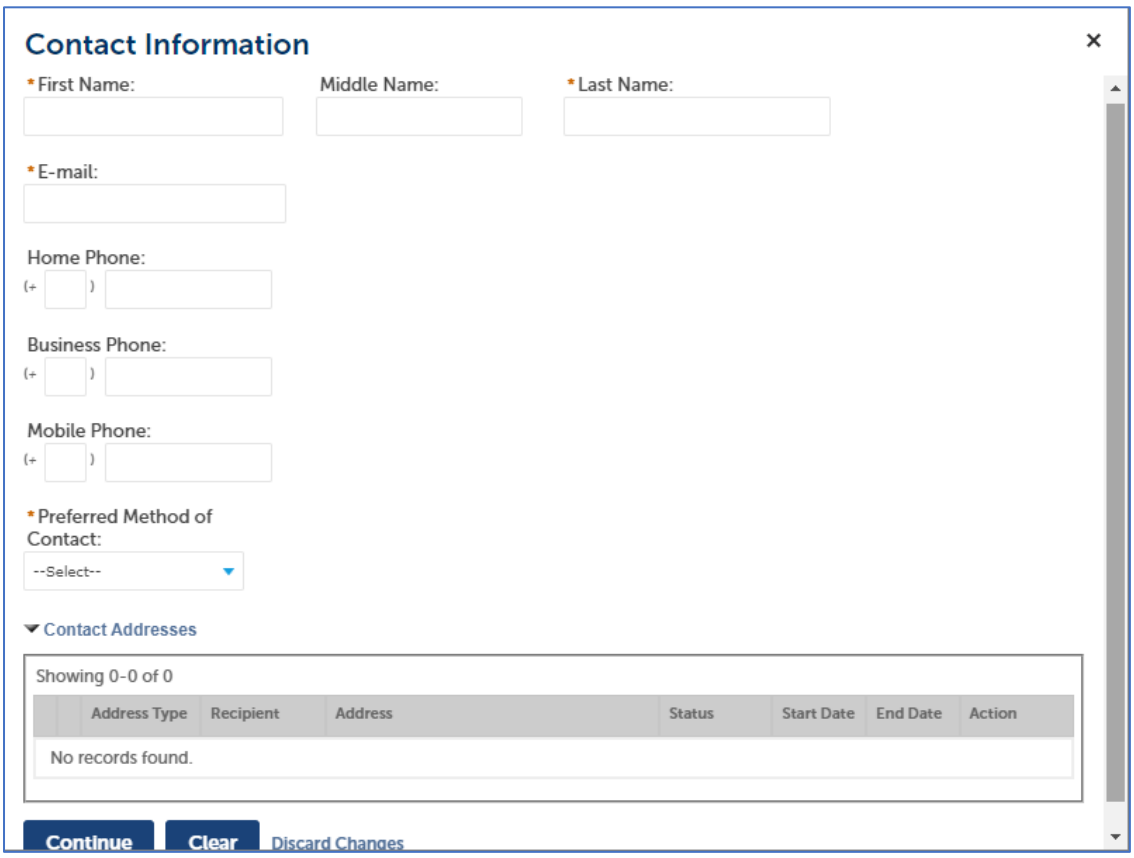
4. Next scroll down and select “Add New” under “Contact Information”.



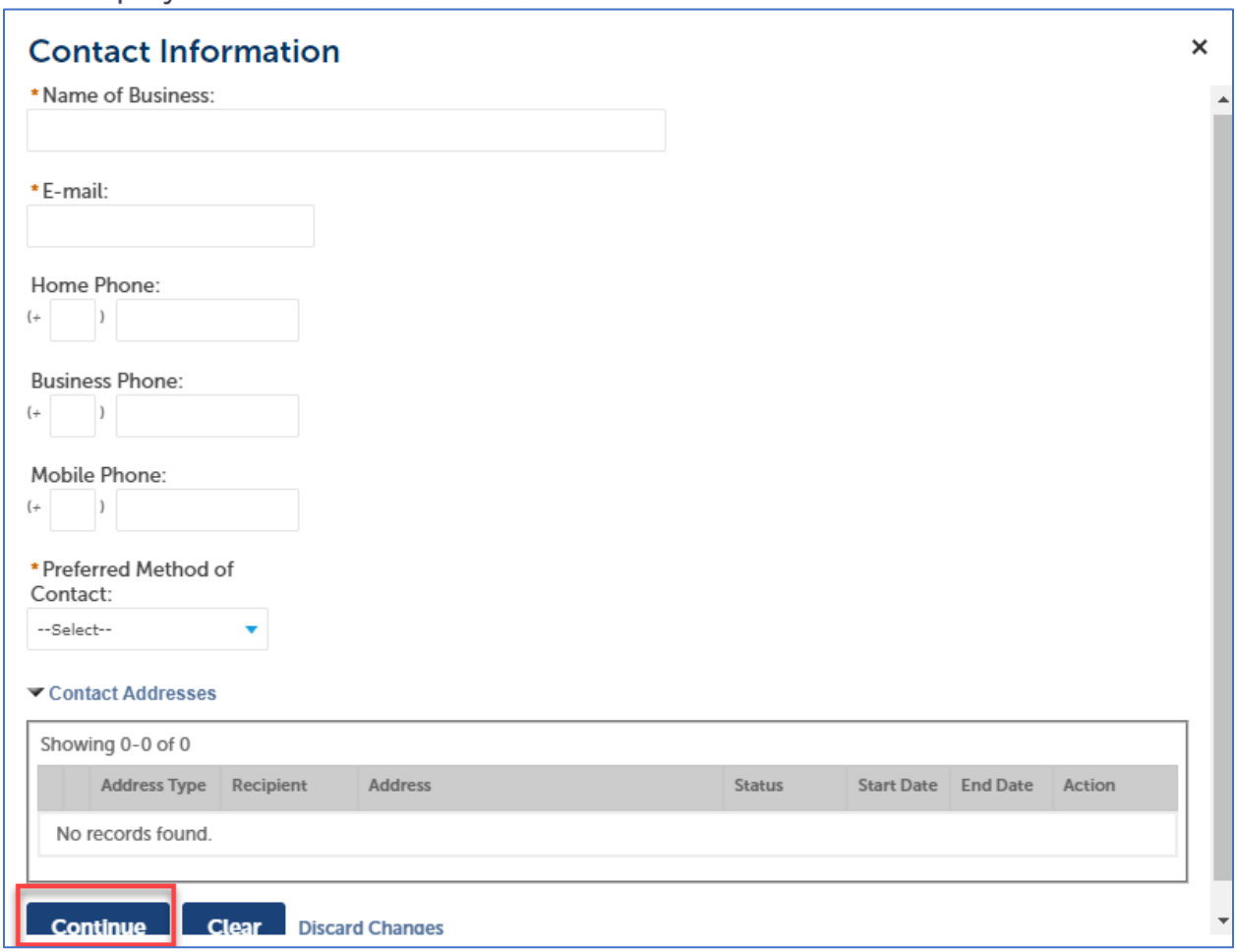
5. Next, please select if you are an Individual or Organization in the “Type” dropdown. Then select “Continue”. If you do not wish to continue you can select “Discard Changes”.



6. If you chose, “Individual”, you will be prompted to complete the following contact information for yourself. When done, select “Continue”.



7. If you chose, “Organization”, you will be prompted to complete the following contact information for yourself. When done, select “Continue”.



8. Next, you will receive a confirmation at the top of your screen confirming "Your account is successfully registered."
9. **Important!** You will now receive an email confirmation to the email address you provided in the registration process. Please access your email and click on the link in the email to activate your account. This is an important step that completes that activation of your account. Once this has been completed your Portal account is ready for use.
10. If you need to speak with someone during this process, please contact us at (406) 444-6543. You can also email us at DLIERDBP&S@MT.GOV.